

How to Prepare and Distribute Layoff Letters

Content Instructions — Involuntary Layoff Letter

Refer to sample layoff letters located on the extranet in MS Word format, and include:

- The date of the notification.
- Affected employee's name and current classification.
- Reason that the position is being eliminated.
- Identify the last working day.
- State the potential bumping opportunity available or lack of an available bumping opportunity. Mention time and date of Decision Day.
- Mention vacancies within the agency that may be available.
- Refer the employee to the bargaining unit agreement regarding layoff procedures.
- Mention the ability to "claim" vacant positions, if qualified, at equal or lower levels at other state agencies if a suitable vacancy or bump are not available.
- Refer the employee to Opportunities and Responsibilities in the Layoff Process — Employee Information pamphlet.
- Spell out the timetable and deadlines for making decisions regarding all options that are available.
- Encourage attendance at the upcoming Employee Information Session, if applicable.
- Encourage the employee to make an appointment with the Layoff Coordinator or HR designee following the Employee Information Session.
- Discuss Transition Leave usage, if available.
- The name, title, and signature of the manager, Supervisor, Human Resources Director, or Layoff Coordinator.

Courtesy copy all layoff letters to appropriate exclusive representative, the employee's Human Resources file, the employee's immediate supervisor, MMB's Labor Relations, and to any others, as needed.

Complete the individual employee Layoff Contact Sheet, including names and phone numbers of representatives from HR, Union, EAP, Deferred Compensation, DWP, MN Workforce Center, and MSRS. See the Layoff Contact Sheet located in this section.

The Layoff Packet

The Involuntary Layoff packet for the employee includes:

- The layoff letter
- The individual contact sheet — completed
- *Opportunities and Responsibilities in the Layoff Process — Employee Information* booklet
- Employee Assistance Program brochure – available on MMB web site.

Layoff Contact List

Employee Name _____

Immediate Supervisor _____



The following people are available to assist you through your transition process:

	Name	Phone number
Human Resources Staff Person	_____	_____
Union Officer or Steward	_____	_____
Relocation Benefits Information	_____	_____
Employee Assistance Program	_____	_____
Minnesota Workforce Center	_____	_____
Minnesota State Retirement System	MSRS Helpline	1-800-657-5757
Other Retirement Fund	_____	_____
State Application Information	MMB Helpline	651-259-3637

How to Distribute Layoff Letters

Distributing the Layoff Letters and Packets

- The letter and packet should be presented to the employee privately and free of interruptions. This appointment should allow adequate time for the employee to respond to the news and ask questions.
- It should be encouraged to schedule this meeting early in the workday and early in the week. This gives the employee the opportunity to have immediate access to support and the widest variety of resources during this very stressful initial period.
- The Layoff Coordinator/Supervisor should inform the employee of the need to attend the Employee Information session, and the one to one appointment with the Layoff Coordinator/HR designee that should follow.
- The Layoff Coordinator/Supervisor is encouraged to take down questions from the employee and give assurance of a timely response.